

Numbered Memorandum: RM 08-06 "NWM 06 2008 GRS Transmittal No.18 and the Final Rule on Media Neutral Records Schedules"

Below is a memorandum from NARA regarding the issuance of General Records Schedule (GRS) Transmittal No.18 and the Final Rule on Media Neutral Records Schedules.

-----Original Message-----

From: RM Communications [<mailto:RM.Communications@nara.gov>]

Subject: NWM 06 2008 GRS Transmittal No.18 and the Final Rule on Media Neutral Records Schedules

December 19, 2007

NWM 06.2008

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Announcing the issuance of General Records Schedule (GRS) Transmittal No.18 and the Final Rule on Media Neutral Records Schedules.

GRS Transmittal 18 transmits a revised General Records Schedule (GRS) 20, which provides disposition authorities for Electronic Records. These revisions to GRS 20 expand the authority agencies have to apply previously approved schedules to electronic records; grant broader authority to agencies to dispose of hard copy records that have been converted to an electronic format; and provide disposition instructions for ad hoc printouts and for documentation associated with permanent electronic records. This and other General Records Schedules are available on our web site at:

<http://www.archives.gov/records-mgmt/ardor/records-schedules.html>.

Please review this transmittal for instructions on distribution requirements and guidance for actions necessary if you have a NARA-approved schedule for the same series or system of records.

Also, NARA's final rule on media neutral records schedules went into effect on December 17, 2007. The provisions are found at 36 CFR 1228.24(b)(3) and 1228.31. See

<http://www.archives.gov/about/regulations/part-1228/b.html>.

If you have any questions, please contact the Lifecycle Management Division appraiser or Regional Records Management Contact with whom your agency normally works. A list of the appraisal and scheduling work groups is posted on the NARA web site at:
<http://www.archives.gov/records-mgmt/appraisal/>. A complete list of NARA regional facilities may be found at:
<http://www.archives.gov/locations/index.html>.

PAUL M. WESTER, JR.
Director
Modern Records Programs